



INSTRUCTIONS Tentative SUBDIVISION

TO ENSURE ADEQUATE ALLOCATION OF TIME AND PROMPT SERVICE, IT IS
REQUESTED THAT AN APPOINTMENT MUST BE TO DISCUSS OR FILE
SUBDIVISION MAPS

Maps

INSTRUCTIONS

- A. **PRE-FILING**
The required environmental documentation (see D-13) may be submitted prior to filing of the tentative map.
- B. **GENERAL INFORMATION**
 1. Parcel Maps with 5 or more lots shall also conform to these instructions.
 2. Registered Civil Engineer or Licensed Surveyor must prepare map.
 3. Tract or parcel map number shall be obtained from Department of Public Works, 900 South Fremont Avenue, Alhambra, CA 91801 (626)458-4930.
 4. Environmental Requirements – If Environmental Impact Report is required, submit 35 copies with tentative map. If the division of land qualifies for a Negative Declaration or is a Categorical Exemption, the Department of Regional Planning staff will complete the necessary documents.
 5. Maps – Tentative maps shall be on one sheet and shall be on white background prints. Engineers scale shall be 1" = 100'; or that will adequately show the proposed development. The overall dimensions of the map should not exceed 36" X 42", as oversize maps may not be accepted. Maps shall be folded no larger than 8' X 14" with map number showing on front.
 6. Revised Map of an approved tentative map shall conform to these requirements, except in amount of submittal fee. (See D.4a.)
 7. Contract Cities – If subdivision is in an incorporated city having a contract for subdivision planning services with Los Angeles County, contact the city concerned or phone (213) 974-6433.
 8. Geological Report – If geological problems are anticipated, submit preliminary geological and/or soils reports to County Engineer at time of tentative map submittal.
 9. List of Owners – Submit on gummed labels two list, certified to be correct by affidavit, of names and addresses of all persons shown on latest assessment roll as owners of subject property and of property within a distance of 500 feet from interior boundaries of proposed land division. If the project is a condo conversion, also submit on gummed labels one list, certified to be correct by affidavit, of names and addresses of all tenants of the project.
 10. Ownership Map – Submit one copy of a map indicating location of ownerships within 500 feet of subject property. Scale: 1" = 100 feet.
 11. Assessor Maps – Submit two prints of the most recent Assessor Map Book page or pages covering the proposed division of land.
 12. Affidavit – Submit one copy of an affidavit certifying under penalty of perjury pursuant to Section 2015.5 of the Code of Civil Procedure that all existing easements of record are shown on the tentative map.
 13. Building Permit – If a condo conversion, submit two copies of the building permit issued for the project. Copies of the certificate of occupancy may be submitted in lieu of the building permit.
 14. 2 Land use Maps showing 500 feet radius and scaled at 1" = 100 feet.
- C. **TENTATIVE MAP SHALL SHOW THE FOLLOWING INFORMATION:**
 1. Tract or parcel map number in lower right hand corner.
 2. Date, north point, scale and name of all owners.
 3. Boundaries
 - a. Appropriate bearings and distances.
 - b. Use heavy lines to define.
 - c. Label with references to adjoining recorded map or deed lines.
 4. Legal description of the land – sufficient to define boundaries.
 5. Lots – number each lot and show approximate dimensions.
 6. Contours (approximate) within and adjacent to subdivision.
 7. Streets
 - a. Existing within and adjoining the subdivision – show name, location, width, status, and existing and proposed improvements.
 - b. Proposed – identify by name or letter. Show location, width, status and improvements.
 - c. Curve radius.
 - d. Rate of grade, drainage direction, and water distribution.
 8. Easements – Location, width and status within the adjoining subdivision.
 9. Vicinity Map, if appropriate. Show approximate distance from property boundary to at least one major street and, if possible, to two sheets.

(OVER)

10. Existing Structures
 - a. Show approximate location of those not to be removed.
 - b. Show if within 50 feet of subdivision on adjoining land.
11. Grading Plan preliminary, if grading indicated on Owners' Statement.
12. Zoning – present and proposed, delineate zone boundaries.
13. Storm Water – Approximate limits of any area subject to storm water overflow or inundation and the location, width, and direction of flow each water course and/or scale.
14. Wells –existing or proposed.
15. Apartment Projects condominium or lease.
 - a. Show structures with number of units therein, building setbacks and required distances between building.
 - b. Access – vehicular and pedestrian. Show on map, specify widths.
 - c. Parking – show or not on map. Specify number and type (covered or uncovered).
 - d. Recreation and services.
 - e. If more than one lot, specify the net area, the number of dwelling units, and the number of parking spaces for each lot.
 - f. If a condo conversion, note on the map the project address and the number of each type of unit (1 Br, 2 Br, etc.) and comply with the Condominium Conversion Ordinance requirements for tenant notification of relocation fees and moving costs allocations. Submit a letter indicating that the tenants have been notified prior to submittal of the tentative map. Also, submit schedule of rents.
 - g. Building Permits (See item 14 on front).
 - h. Submit letter that tenants have been notified of the provision of Sec. 66452.9 of the Subdivision Map Act and a copy of the notification to the tenants as it is specifically worded in the Map Act.
16. Sewage Disposal – Location of any existing sewage disposal system which is proposed to remain in the division of land.

D. SUBMITTAL INFORMATION

1. Where – Department of Regional Planning, Room 1360, Hall of Records, 320 West Temple Street, Los Angeles, California, 90012. Phone (213) 974-6438 – call for appointment.
2. Map – 35 prints and one reproducible positive.
3. Zoning & Subdivision –Application –35 copies. Follow Supplemental Instructions carefully.
4. Fee – (Check or money order shall be made payable to County of Los Angeles at time of submittal).

Note: An Environmental Impact Report shall be considered major where the initial environmental assessment discloses more than three factors indicating a possible significant effect on the environment.

5. Environmental Impact Report – If required, 35 copies (See B.4).
6. Affidavit (Certified Property Owner's List) – One copy (See B.10).
7. Gummed Labels – Two sets of property owner labels, one set of tenant labels (Self-adhesive). (See B.10).
8. Ownership Map – One copy (See B.11).
9. Assessor Maps – Two copies (See B.12).
10. Affidavit (Existing Easements) – One copy (See B.13).
11. Building Permit – Two copies (See B.14).
12. Environmental Documentation (See B.4).
 - a. Initial Study Questionnaire – one copy.
 - b. Photographs.
 - c. Plot plans where appropriate, ** with contours showing:
 - (1) Grading for proposed buildable sites and access.
 - (2) Location, species name, size and condition of oak trees and other significant trees, or a letter indicating that no such trees are on the site.

**See Instructions for Completing Initial Study Questionnaire.

SUBDIVISION and MINOR LAND DIVISION – CHECKLIST

Please call (213) 974-6438 for Submittal Appointment

	<u>No. Copies</u>
1. Maps.....	40
2. Brown Line.....	1
3. Zoning and Subdivision Application.....	35
4. Lobbyist and Archaeological Forms, Signed & Dated.....	2
5. Slope Analysis (if project is in Hilly Terrain).....	1
6. Affidavit of Easements.....	1
7. Disclosure Affidavit (Notarized) (TPM Only).....	1
8. Assessor's Maps of Subject Property.....	2
9. List of Surrounding Property Owners within 500' on gummed labels (Self-Adhesive).....	2
10. Ownership of Map Showing 500' Radius & Names.....	1
11. Copy of List of Surrounding Property Owners on a Separate Sheet.....	1
12. Names Certified by Affidavit.....	1
13. Tenants Notification Agreement.....	1
14. Land use Map Showing 500' Radius.....	7
15. Environmental Initial Study Questionnaire.....	1
16. Photographs...(No Aerial Photos)...Depicting Site and Improvements.....	set 1
17. USGS Quad Sheet with Land Division Plotted.....	1
18. Oak Tree Letter.....	1
19. Provide Applicant with Posting Posters (One Each Frontage).....	

WRITE SUBDIVISION MAP NUMBER ON ALL ITEMS SUBMITTED

NOTE: For Condominium Conversion, please see Staff.

**LOT SIZE MUST BE SHOWN ON ALL LOTS, OR FAILING THAT A MATRIX
WHICH LISTS EACH LOT AND GIVES THE LOT SIZE**

EASEMENTS OF RECORD

TENTATIVE MAP NO. _____

AFFIDAVIT

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.

I, _____, declare under penalty of perjury
that all easements of record, [as shown on Preliminary Title Report No. _____

Dated _____ furnished this office by (company) _____
_____]are shown on the tentative map No. _____

and that if the easements are blanket or indeterminate in nature that a statement to that
effect has been placed on the tentative map. The purpose and ownership of all easements
are also stated.

Executed at _____, California, this _____
day of _____, 19__.

Signature
Owner/Subdivider/Subdivider's Agent

Note: The use of that portion of the affidavit in brackets is optional and may be deleted.